

Summer Internship Opportunity

Title	Explore and Discover Summer Intern (2 openings to fill)
Department(s)	Office for International Students and Scholars
Reports to	Kathy Steiner-Lang, Assistant Vice-Chancellor and Director, Office for International Students and Scholars
Assignment Duration	Interns are expected to participate in training programs in February, March and April. Regular work will not begin until mid-May for one intern and early June for the second intern. Students should expect to take one to two weeks off between the beginning of June and the third week of July. The internship will end with a debriefing and evaluation the second week of September.
Hours	10-20 hours/week for most of the summer. Hours will increase to full-time during the program (August 13 – August 24).
Pay Rate	\$10.00/hour
Job Duties	<ul style="list-style-type: none"> Contacting new international students and parents about the program Arranging logistics for the program, including room reservations, catering, schedules, speakers, transportation, etc. Setting up Facebook groups and sending out messages through Facebook Responding to student and parent questions Meeting with new students and parents Organizing and running events during the program Updating databases Ordering and organizing materials for the program Evaluating the program
Qualifications	<ul style="list-style-type: none"> Cross-cultural knowledge Ability to work independently and as part of a team Excellent organizational skills Skilled at managing multiple tasks Excellent communication skills
To Apply	Send resume and statement of interest to Tiffany Brammer at tbrammer@wustl.edu by February 17, 2012.